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*Reports - 1*  
*July - Dec '58*  
22 August 1958

Chief, Management Staff

Acting Chief, Records Management Staff

Weekly Report for Week Ending 20 August 1958

1. Contributions

a. Tangible

- (1) Approved and designed five revised and six new forms. Revision of a "bootleg" form reduced its size from 8" x 14" to 8" x 5" for savings in printing, processing and storage costs.
- (2) Received 89 cu. ft. of inactive records at the Center from five offices; disposed of 11 cu. ft. The average cu. ft. ratio of receipts and dispositions since 1 January is 198:178. The Center has issued 155 records retirement job numbers this fiscal year compared with 91 for the same period last year. A major portion of the job numbers was for the OCR files cleanup campaign.
- (3) Initial returns on the OCR cleanup campaign show that 1,561 cu. ft. of inactive records (5% of OCR holdings) were retired or destroyed. This action released \$14,422 worth of equipment for return to stock and recovered additional files space valued at over \$41,000.

b. Intangible

- (1) Installation in OCR Documents Division of a sorting rack recommended by us released floor space needed for a new OCR operation, increased sorting production by about 20% and improved morale and general working conditions in the sorting unit. The rack is the first of its kind in the Washington area.

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- 25X1A6a
- (2) Completed the audit and revision of OTR Records Control Schedules and forwarded them to Director of Training. Based on the schedules, 21 cu. ft. of Class A Station accounting records were transferred from [REDACTED] to the Records Center. The audit revealed a decrease in OTR records volume from 5,643 cu. ft. to 5,020 cu. ft., and a decrease of 33 pieces of filing equipment.
  - (3) Recommended records retirement action by the Credit Union which will provide for files expansion without purchase of additional equipment for the next two or three years.
  - (4) Assisted RI/DD/P in preparing specifications for a small open shelf filing installation in SA Division.

2. Assignments - Active

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- a. Forms in Process - Eleven new and nine <sup>revised</sup> forms are in process.
  - b. Forms Management Survey, Printing Services Division.
  - c. Reduction in [REDACTED] Requirements for Forms.
  - d. Revision of Travel Order.
  - e. Revision of Chain Envelope and Courier Receipt.
  - f. Audit and Revision of Records Control Schedules.
    - (1) General Counsel
    - (2) Medical Staff
  - g. Subject-Matter File Installations, Personnel Procurement Division.
  - h. Shelf File Installations.
    - (1) Medical Staff
    - (2) Communications (Reactivated) - Request received from Chief, Admin/OS to prepare a plan for the transfer of a portion of the Budget Office, the Career Management Office, plus two people to the space now occupied by the Personnel Files Section. Plans will provide for storing all material on open shelving.

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- ✓ (3) Map Library Division/OWR
- ✓ (4) OP Official Personnel and Applicant Files.
- ✓ (5) Office of Security - Shelving is being erected.

1. OOR/IR Model Office Mock-Up  
(New Project) - The proposed mock-up has been approved by the DD/I. Securing of the area has begun. Cost of the mock-up will be underwritten through turn in to stock of over 80 4-drawer safes.
- J. Files Cleanup Campaign - Staff paper for headquarters campaign completed. Results of OOR pilot campaign are being tallied. (see "Contribution - Tangible.")
- K. Occupation of Records Center Addition - Completion of expanded metal barriers for DD/I and DD/E secure areas is expected this week.

3. Assignments - Inactive

- a. OSI Subject-Numeric Files Installations.
- b. Logistics Security Staff Card Index
- c. Machine Records Division Files Survey

4. News

- a. Floor space in the new headquarters building will cost \$22.50 per sq. ft. according to the Building Planning Staff.
- b. Official Personnel files on OS personnel have been transferred from Records Services Division in [REDACTED] to the DD/P area in "L" Building.
- c. Junior Officer Trainee, [REDACTED] will receive orientation in records management through this week.

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MGT/RMS/FMB

:skm (22 Aug. 58)